

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date		Division of Mental Health & Mental Retard. Community Facilities - Statewide		Application Number	
7-30-80	80-403				
Application Number				Date Received	Date Completed
80-40				DEC 19 1980	DEC 29 1980
2. Person to Contact		Working Title		Telephone Number	
Budd Hughes		Director, Mental Retardation Section		656-6370	
1. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
6. Records Series Title (followed by title used in office; if different)					
Community Facilities Client Record Files					
3. Division and Office Function		What is the function of the Division and the Office in which this record series is created?			
<p>The Division of Mental Health and Mental Retardation administers the program for mental health, mental retardation, and other developmental disabilities; alcohol and drug abuse; and conducts training and research. This Division is also concerned with community mental health, and the administration of the State Mental Hospitals; and rehabilitation and retardation centers State-wide.</p> <p>Mental Retardation Services Section is the nucleus for program development in both the facility and outreach programs for the mentally retarded. Training centers and facilities have been established for services to pre-school, school-age children and adults not only in facilities but in the home and community. Treatment facilities services emphasis is on prevention, early intervention and developmental programs for infants and pre-school children with adult activities or work activities for adults.</p>					
7. Records Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to:		See Attached Sheet			
Included are:					
The file is arranged :					
8. Monthly Reference Rate		How often are records referred to which are:			
One to six months old _____		Seven to twelve months old _____			
Twenty-five months and older _____		Thirteen to twenty-four months old _____			
9. Annual Rate of Accumulation or Records					
Letter-size drawers _____		Legal-size drawers _____			
		Shelves _____			
		Other (Specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <u>Confidential Medical Record</u>
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

ii. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	<u>3</u> years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>10</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent mention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>E. Budd Hughes</i>	<i>2/11/80</i>	<i>W. J. McDonald</i>	<i>7-29-80</i>

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	<i>12-23-80</i>
Secretary of State/Designee	<i>Carol J. Hare</i>	<i>12-22-80</i>
Attorney General/Designee	<i>[Signature]</i>	<i>12-24-80</i>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

7. (a) *Community Facilities Client Record Files*

Documents relating to maintaining clients records in Community Facilities serving the mentally retarded individual.

Included but not limited to are: Application for Services, Attendance Record, Mental Health & Mental Retardation Information System forms, Title XX forms, Treatment Consent and other legal documents, information from other agencies; Individual Program Plan and supporting documentation; Psychological Evaluation, Social Service Initial and Annual Assessment, Initial and Annual Review of Health Status and other evaluations; and similar and related documents and information.

Files are arranged alphabetically by client's name or numerically by client I.D. number assigned by center staff.

When individual dies, becomes ineligible for service or upon closure of file, combine all documents pertaining to that client, and place in the inactive file; cut-off inactive file at the end of each calendar year, hold at the center for 5 years, then transfer to State Records Center or local storage area, hold for 5 years; then destroy.